

Completing the Appraisal Process

After the Reviewer has approved or disapproved the appraisal, the Rater can confirm the review has occurred by clicking the “Update Incomplete Appraisals” link on the Rater’s Home Page.



The screenshot shows the PERforM Home Page for Donna Peterson, a Rater. The page includes a header with the PERforM logo, the Missouri State Seal, and a navigation bar with links: Home, My Employees, Reports, Online Help, and Log Out. The main content area is titled "Home Page" and contains two sections: "Raters" and "Performance Appraisals".

Raters

- [My Employee List](#)
 - [View My Current Employees](#)

Performance Objectives

- [Develop/Update Performance Objectives](#)
- [View All Objectives Pending Employee Review](#)

Performance Appraisals

- [Create New Appraisal](#)
- [Update Incomplete Appraisals / Overturn Completed Appraisals](#)
- [View Current Com](#) Allows you to access existing appraisals within the current appraisal period.
- [View All Complete and Exempt Appraisals](#)
- [View All Incomplete Appraisals](#)
- [Search Appraisals](#)

Selecting this link will bring up a list of appraisals the Rater has started on the Select Performance Appraisal screen. The Appraisal Status will indicate whether an appraisal has been changed to Approved or Disapproved. From this screen, Raters can also see if a “sticky note” from the Reviewer has been attached to an appraisal. The “**NEW**” indicator tells the Rater that a new (unread) “sticky note” has been received from the Reviewer for the appraisal. The “paperclip” icon column next to the Edit column indicates the appraisal has an attachment. The Rater can click “Edit” on the appraisal he or she wants to open.

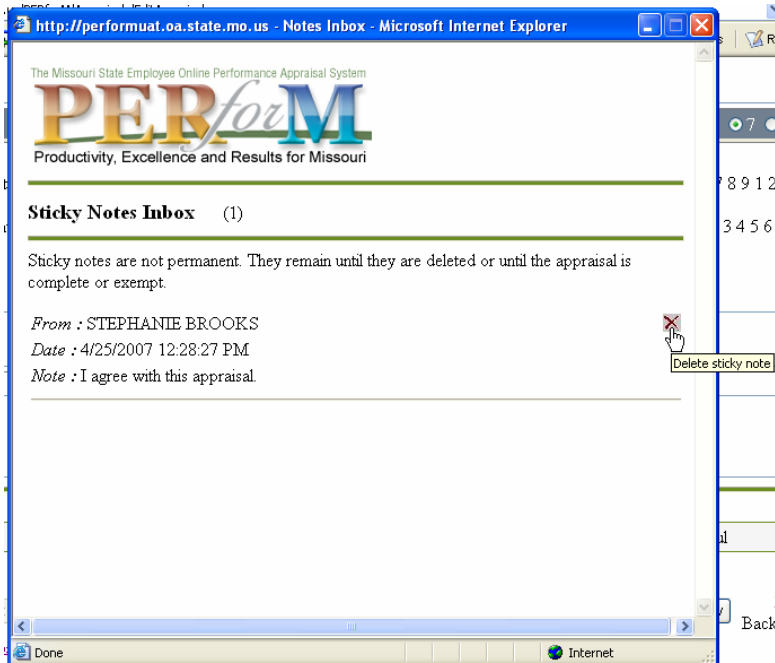


The screenshot shows the "Select Performance Appraisal" screen. It includes the same header and navigation bar as the Home Page. The main content area is titled "Select Appraisal" and contains a message: "The following are existing appraisals within the current appraisal period. (4) appraisals". Below this is a table with columns: Edit, Employee Name, Job Title, Organization, Supervisor, Type, Appraisal Status, and Date Modified.

Edit	Employee Name	Job Title	Organization	Supervisor	Type	Appraisal Status	Date Modified
Edit 	NEW AGGELER, CAROLYN A.	COMPUTER INFO TECH SPEC II	ITSD-SYSTEMS & PROGRAMMING	PETERSON, DONNA	Special	Approved	04/25/2007
Edit 	BERHORST, JOHN F.	COMPUTER INFO TECHNOLOGIST III	ITSD-SYSTEMS & PROGRAMMING	PETERSON, DONNA	Annual	In Progress	04/19/2007
Edit 	NEW FIFE, BRENDA K	COMPUTER INFO TECHNOLOGIST III	ITSD-SYSTEMS & PROGRAMMING	PETERSON, DONNA	Annual	Disapproved	04/19/2007
Edit 	REINSTEIN, BERT	COMPUTER INFO TECH SPEC I	ITSD-SYSTEMS & PROGRAMMING	PETERSON, DONNA	Annual	In Progress	04/20/2007

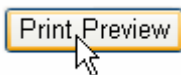
Viewing “Sticky Notes”

The “View Sticky Notes” button brings up the note the Reviewer sent. The Rater can either delete the note by clicking the delete icon or keep the note by closing the pop up.



Printing the Appraisal

The Rater can click the “Print Preview” button to print a paper copy of the appraisal.

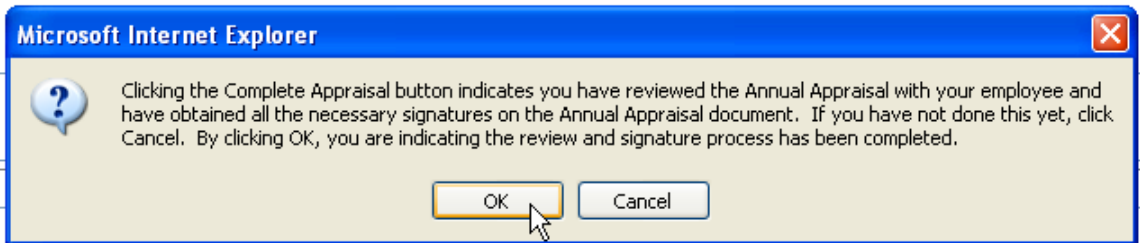
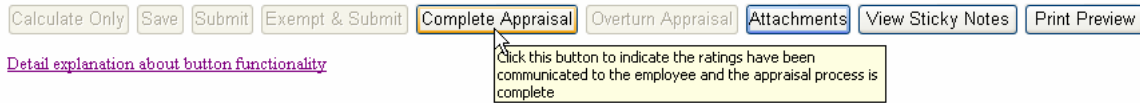


Viewing Attachments



Indicating the Appraisal has been Reviewed with the Employee

To indicate that the employee has received the appraisal and that the appraisal has been signed by the Rater, Reviewer and employee, the Rater will click the “Complete Appraisal” button near the bottom of the screen. A confirmation message will be displayed as a reminder that this should occur *before* the appraisal is marked as complete in the system.



The appraisal cannot be changed after it has been approved by the Reviewer unless it is completed and then later overturned.